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Office Memorandum • UNITED STATES GOVERNMENT

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060023-5

TO : Chief, Administrative Staff, OL

DATE: 15 June 1955

FROM : Chief, Personnel and Training Branch, OL

SUBJECT: Weekly Activity Report.

I. PERSONNEL ACTIVITIES**a. GENERAL**

No items to report.

b. PROJECTS AND STUDIES IN PROCESS

omit previously reported

A. Logistics Instruction On Leave (Cont. Item) Draft of a proposed Logistics Instruction covering the submitting, processing and approving of requests for leave has been completed and will be submitted to the Office of Personnel for review and comment.

omit previously reported

B. Occupational Codes and Position Titles (Cont. Item) Draft of a proposed Logistics Instruction containing occupational codes, position titles and supporting definitions covering positions found within Office of Logistics has been reviewed by Office of Personnel. Comments made by Office of Personnel are now being consolidated into a final draft.

omit previously reported

C. Logistics Instruction on Organization and Meetings of Logistics Career Board (Continued Item) Proposed draft was discussed at the last Logistics Career Board meeting. As result a revised draft has been developed and submitted to Director of Logistics for approval.

c. OTHER ITEMS OF INTEREST**A. PERSONNEL STATISTICS (New and Completed Item)**

25X9

3 a

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d. SPECIAL PROBLEMS

No items to report.

e. MAJOR OBJECTIVES

No items to report

II. TRAINING ACTIVITIES

a. GENERAL

No items to report.

b. PROJECTS AND STUDIES IN PROCESS

25X1A
2 b ✓ A. Survey and Inventory of Armed Forces Training Facilities
(Cont. Item) Mr. [REDACTED], Supply Division,
has been nominated to attend the Armed Forces Packaging
School in Toledo, Ohio in July 1955.

omit
previously
reported
2 b ✓ B. Survey of Printing and Reproduction Training Needs
(Cont. Item) Arrangements are being made to send a
representative of P&R Division to the six-day Printing
conference, to be held at Carnegie Tech., Pittsburgh, Pa.,
beginning 3 July.

2 a ✓ C. Logistics Supervisory Training Program (Cont. Item)
A certificate of completion has been prepared for each
Logistics employee who attended the full Logistics
Supervisory Training Program. This certificate will
be included in the employee's official personnel folder.

c. OTHER ITEMS OF INTEREST.

25X1A
3 b ✓ A. Logistics Support Course (Cont. Item) The final week
of field training is devoted to support of Agency
Operations, including [REDACTED]
Training Officers will conduct final critique on 17 June.

3 c ✓ B. Logistics Training For ORR Personnel (Cont. Item)
O/L Training Officer met with members of the Adminis-
trative Staff, ORR, this week, to discuss arrangements
for the indoctrination program in Logistics which
ORR has requested for its administrative assistants.
A one-day program including a tour of the warehouse
was decided upon, to be held the second or third
week in July. Details of the program will be worked
out in conjunction with our own operating divisions.

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- 32 ✓ C. Monthly Training Coordinators Meeting (New and Completed Item) Monthly meeting of Logistics Training coordinators was held on 13 June. Coordinators were asked to assist the training officer in preparing suggestions on the overall training needs of Logistics Personnel, to be submitted to the SA/DDS for training.

25X1A

- 32 ✓ D. New Agency Review Course (New and Completed Item) A new three hour review course for returnees has recently been established. Mr. [REDACTED] of the Administrative Staff attended the session held 14 June.

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- 38 ✓ E. Meeting with SA/DDS Training (New and Completed Item) On 9 June O/L Training Officer met with Mr. John [REDACTED] newly appointed Special Assistant for Training Office of DDS, to discuss the Logistics Training Program.

- 39 ✓ F. Other Current Training (New and Completed Item) Six (6) OL Personnel attended a special TSS familiarization program held on 9 June. Planning Staff and Transportation Division were represented.

d. SPECIAL PROBLEMS

No items to report.

e. MAJOR OBJECTIVES

No items to report.

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